FEDERAL ACQUISITION INSTITUTE
TRAINING PROVIDER COURSEWARE VERIFICATION PROGRAM

A. REFERENCE:

1) Office of Management and Budget memorandum, "Revisions to the Federal Acquisition Certification in Contracting," dated May 7, 2014;

2) Office of Management and Budget memorandum, "Revisions to the Federal Acquisition Certification for Program and Project Managers," dated December 16, 2013;

3) Office of Management and Budget memorandum, "Revisions to the Federal Acquisition Certification in Contracting Officers Representative," dated September 6, 2011;

4) Office of Management and Budget memorandum, "Federal Acquisition Certification in Contracting Program," dated January 20, 2006;

5) Office of Management and Budget Policy Letter 05-01, "Developing and Managing the Acquisition Workforce," dated April 15, 2005.

B. PURPOSE:

To establish a Federal Acquisition Institute (FAI) Training Provider Courseware Verification ("FAI Verification") Program to be used for all Federal Acquisition Certification (FAC) programs.

C. DISCUSSION:

1) FAI is responsible for the implementation and support of the Federal Acquisition Certification (FAC) programs. The foundation of each program is a set of competencies and performance outcomes. These represent the knowledge, skills and abilities an acquisition professional must demonstrate either in a learning or job environment in order to become certified.

2) Because some or all of a program's competencies are associated with training, FAI has a responsibility, when requested, to review a training provider's courseware to verify the training provider's courseware reflects the content and behaviors described in the assigned competencies and performance outcomes. This review is called the FAI Verification Program.

3) The primary objectives of the FAI Verification Program are:

    a. Implement a standard FAI Verification process for the review of training provider courseware for all FAC program areas.

    b. Make readily available information for training providers on the FAI Verification process.

    c. Keep a current list of FAI Verified courseware readily available for the federal acquisition workforce on FAI.gov.

    d. Ensure training providers keep their verified courses current with changes in the relevant Federal Acquisition Certification Program area.

4) The benefit of the FAI Verification Program to the federal acquisition workforce is to ensure the consistent and efficient delivery of acquisition training.

D. **POLICY**:

1) An FAI Verification Review is a single phase process that consists of a review and analysis of a training vendor's courseware and

    a) A set of Federal Acquisition Certification Program Area competencies and performance outcomes, or,

    b) A set of learning objectives for an FAI-developed course.

2) In order for a training provider's courseware to be considered FAI Verified, a review and analysis of the provider's courseware must be completed to ensure:

    a) The training provider's courseware reflects and conveys content and behaviors identified in the FAI careerfield area's competencies, performance outcomes, or learning objectives, if applicable.

    b) All behaviors are at a Bloom's Taxonomy hierarchy level equal to or greater than the FAI careerfield area's competencies, performance outcomes, or learning objectives.

3) Any entity legally authorized to conduct business in the United States may submit courseware for FAI Verification. This includes

    a) Commercial training vendors,

    b) Federal agencies,

    c) Colleges and universities,

    d) Professional organizations,

e) Not-for-profit organizations,

f) Federal government departments, agencies or other government entities with established training units.

4) Courseware submitted for an FAI Verification Review for a FAC-PPM or FAC-COR Program Area must meet all the competencies and performance outcomes assigned to an entire level, i.e. Level I, Level II, or Level III, within the program area.   Some exceptions apply when both the training provider and FAI agree a specific performance outcome is primarily satisfied in a job environment.

5) Courseware submitted for a FAI Verification Review for an FAI-developed course must meet all the learning objectives assigned to the FAI course.

6) The following are not eligible for the FAI Verification Program:

a) FAC-C program competencies and performance outcomes at any level,

b) Continuous learning modules developed by FAI.

c) Courses developed and maintained by the Defense Acquisition University (DAU) including continuous learning modules developed by DAU. [1] [2]

7) FAI will designate a point of contact for each of the FAC programs for FAI Verification Review purposes.   The name and contact information for each point of contact will be posted on the FAI website under FAI Course Verification.

8) FAI will maintain a list of current competencies, performance outcomes, and learning objectives, if applicable, on FAI.gov under the applicable FAC program. This information should be used by the training provider when preparing a submission for FAI Verification purposes.

9) For courses developed and maintained by FAI, FAI will, when requested, make available to a training provider all course materials except for the items below.

a) Student assessments

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[1] DAU has a DAU Equivalent Provider Program available to training providers for the evaluation of their materials and standards. Information on this program is available in the DAU iCatalog at http://icatalog.dau.mil/appg.aspx.

[2] If DAU discontinues the use of a course that is been granted equivalency by DAU, i.e. DAU Equivalent and the course continues to be used in the FAC program, FAI will determine at that time whether the course will have to be FAI Verified.

b) Material that is proprietary to a third party and used by FAI with permission when the material can reasonably be excluded or extracted without substantively impacting the lesson flow

10) Training providers may use any and all U.S. Government (FAI) produced course material in the development of verified courseware. U.S. Government produced material may not be copyrighted by the provider per Title 17 U.S.C 105 and should be noted as "U.S. Government produced."

11) If any copyrighted course materials are used by FAI in an FAI-developed course with the permission of the copyright holder that permission does not extend to training vendors using the FAI-developed courseware.

12) The review and analysis of a training provider's courseware for FAI Verification purposes can be performed by either FAI, using the FAI review/certification service, or by one of the independent third parties recognized by FAI.

13) Training providers who choose to use FAI for their Verification review and analysis should be aware

a) There is no charge for this service.

b) It is on a first-come, first service basis.

c) Reviews may take six to eighteen months.

14) If a training provider chooses to use one of the FAI-recognized independent third parties:

a) There is a charge for this service to be paid to the reviewer by the training provider. The reviewer will charge a reasonable and appropriate fee to be agreed upon between the training provider and the reviewer. FAI does not and will not engage in any discussions regarding any reviewer's fee structure.

b) After completion of a courseware review, the reviewer will submit a report based on the results to both the provider and the applicable FAI program executive.

15) FAI is the approval authority for all training provider courseware submitted for FAI Verification.

16) When a training provider's courseware has been determined to be FAI Verified, FAI will issue a letter to the training provider stating the courseware is FAI Verified and complies with all training certification standards in the applicable certification policy.

17) Courseware that has been FAI Verified will have an approval period with start and end dates. The start date is the date the courseware was determined to be FAI Verified.   The end date may be indefinite or reference a specific date.

18) If a training provider's courseware has been assigned a specific end date, a training provider's courseware will no longer be considered FAI Verified after that date unless appropriate action has been taken by the training provider.

19) A training provider's courseware may be assigned a specific end date when:

   a) The careerfield's competencies change;

   b) The learning objectives for a course or courses change for an FAI-developed course;

   c) More than 25% of the material in the course changes;

   d) The training provider fails to maintain the currency of their courseware;

   e) Other.

20) FAI will maintain a list of current FAI Verified courseware on the FAI.gov website under the applicable FAI careerfield.

21) The FAI Acquisition Program Executives are responsible for the overall oversight and management of the FAI Verification Program including its policies, processes, administration.

22) Training providers with FAI Verified courseware are responsible for keeping the content of their courseware current and up-to-date.

E. **PROCEDURES:**

Provider Preparation

1) The training provider must determine whether they are going to request a verification of their courseware to a set of FAI careerfield competencies and performance outcomes or to an FAI-developed course.

   a. Verification of courseware to a set of careerfield competencies and performance outcomes may only be requested for P/PM and COR programs. Verification will not be considered for the FAC-C competencies and performance outcomes.

   b. For verification purposes, a training provider's courseware must meet all the competencies and performance outcomes at a specific level for the P/PM or COR program area.

   c. Verification will not be considered for the courses developed and maintained by DAU.

2) The training provider should

   a. Read and review the FAI Verification Program Instructions and all accompanying attachments.

   b. Review the applicable competencies and performance outcomes career area and level if planning on requesting verification of courseware to an FAI careerfield.

   c. Request learning objectives and course materials from the applicable program executive if planning on verification of courseware to an FAI-developed course.

   d. Discuss any questions concerning this instruction, the verification process in general, or the competencies and performance outcomes or learning objectives with the applicable program executive.

   e. Identify a single point of contact within their organization for coordinating the verification review process.

3) The training provider must determine whether they are going to use FAI's review/certification service or one of FAI's-recognized independent third party reviewers.

FAI Review/Certification Service

2) Training providers considering using the FAI review/certification service should discuss this with the applicable FAC Program Executive early in in the process of preparing an FAI Verification package.

    a) At that time, the training provider should be prepared to give the applicable FAI Program Executive an estimated date when the courseware and all accompanying documentation will be submitted to FAI.

    b) The FAI Program Executive will give the training provider a rough estimate on the time it will take to complete the Verification Review based on the training provider's above estimated submission date.

3) The training provider must prepare and submit all the required documentation in the section below titled "Preparation of Review Package." to the applicable FAI Program Executive.

4) If the training provider has any questions during this process, they should contact the applicable FAI Program Executive.

Independent Third-Party Reviewer

4) If the training provider decides to use one of the FAI recognized third-party reviewers

    a) They must select and establish an agreement with an FAI-recognized third-party reviewer for the conduct of the FAI Verification Review.

    b) The FAI recognized third-party reviewers are listed on the FAI website side under Resources/Vendor Resources/FAI Verification Program. Verification Section.

    c) FAI will update Resources/Vendor Resources/FAI Verificaiton Program page as FAI-recognized third-party reviewers are added to the program or deleted from the program.

Preparation of Review Package

5) The major activity involved in the preparation of a courseware review package is constructing a crosswalk that maps a training provider's courseware to the competencies, performance outcomes or learning objectives, if applicable.

    a) Attachment 3 is a copy of the FAI Crosswalk. This is the document the reviewer is going to rely on when evaluating the provider's courseware and the

competencies, performance outcomes, or learning objective. A provider should ensure it is completed in a clear and detailed manner.

b) The FAI Crosswalk format is an Excel spreadsheet. A blank FAI Crosswalk is posted on FAI.gov under Resources/Vendor Resources/FAI Verification Program. A provider must use the blank FAI Crosswalk when preparing their Verification package.

c) The crosswalk is grouped into three areas with the following titles: FAI Area, Provider Area, and Reviewer Area.

d) The provider is responsible for completing the information at the top of the form as well as the columns underneath the "Provider Area" banner. This is where the provider documents the mapping or crosswalking of their courseware to the competencies, performance outcomes, or learning objectives.

e) Questions concerning the FAI Crosswalk should be directed to the reviewer or the applicable FAC Program Executive.

6) A complete FAI Verification package includes the following:

a) A completed Request for Verification Review form (Attachment 1).

b) A completed Verification Review Information/Questionnaire (Attachment 2).

c) A list of the competencies, performance outcomes, or learning objectives, if applicable).

d) A completed FAI Crosswalk (Attachment 3).

e) All applicable provider courseware. Provider courseware includes the following.

   i. <u>Student materials</u> including workbooks, readings, cases, examples, work group exercises, and other student materials,

  ii. <u>Instructor materials</u> including instructor support packages (ISPs), case study solution sets, example solutions, and other instructor materials,

 iii. <u>Assessments</u> including, but not limited to, all grading or assessment rubrics and/or solution set for all examinations, quizzes, examples and all grading or assessment rubrics used in the course. The overall grading strategy for each course submitted by the training provider must be included in the package.

Submission of Review Package

7) Review materials including all completed forms should be submitted in electronic format to the reviewer. A completed copy of the FAI Verification Request (Attachment 1) should also be sent to the applicable FAI Program Executive if one of the FAI-recognized reviewers is performing the courseware review.

8) An incomplete review package will not be reviewed and will be returned to the training provider.

Verification Review

9) The FAI Verification review is performed by either FAI or an FAI-recognized independent third-party reviewer selected by the provider.

    a) The reviewer will, using the crosswalk prepared by the provider, review the provider's courseware to ensure the provider's courseware:

        i. Reflects and conveys content and behaviors identified in the FAI program area's competencies, performance outcomes, or learning objectives;

        ii. All behaviors are at a Bloom's Taxonomy hierarchy level equal to or greater than the FAI program area's competency, performance outcome, or learning objectives.

    b) Regardless of whether the review is done by FAI or by an FAI-recognized reviewer, a report will be prepared by the reviewer for the training provider outlining the strengths and weaknesses in the provider's courseware and approval or disapproval of the request for verification.

        i. If the review was performed by FAI, a copy will be given to the training provider.

        ii. If the review was performed by an FAI-recognized reviewer, a copy will be given to the training provider and the applicable FAI Program Executive.

    c) Typical processing turnaround time for a review is 30 business days after a complete package has been received by the reviewer. If FAI is performing the review, processing turnaround time will be significantly longer.

    d) If one of the FAI-recognized reviewers is perfoming the review, a copy of their report recommending approval or disapproval will be sent to the applicable FAI program executive.

Approval/Disapproval

10) When the review was completed by a reviewer recognized by FAI, , the applicable Program Executive will

    a)   Read and examine the provider's courseware submittal, and,

    b)   Either approve or disapprove the provider's application for FAI Verification.

11) FAI will

    a)   Issue a Letter of Verification to the provider within 10 business days once FAI receives the reviewer's recommendation from the reviewer.

    b)   Update the FAI Verified Training Provider list on FAI.gov.

Maintenance

12) Training providers are responsible for maintaining the currency and accuracy of their FAI Verified courseware.

    a)   Providers may make changes to their verified courseware to ensure the material remains current, accurate, and up-to-date.

    b)   Providers may also make changes to their approved courseware as long as

        i.   The competencies, performance outcomes, or learning objectives the verification was based on are not degraded, and,

        ii.   The material in the initial review request is updated and provided to the FAI Program Executive.

    c)   Providers must certify annually in writing that:

        i.   The content in their courseware is current and accurate, and,

        ii.   Any changes made by the provider have not impacted the ability of the courseware to convey the knowledge and behaviors described by the competencies, performance outcomes or learning objectives.

        iii.   This certification should be sent to the FAI Chief Learning Officer (CLO).

    d)   By October 15th of each year , the provider will deliver to the FAI CLO the following data for the previous 12 month period (1 October – 30 September) for each FAI Verified course:

        i.   List of Federal Agencies (who purchased the course)

        ii.   Number of offerings by Agency

        iii.   Number of by Agency

e) If a provider changes more than 25% of their content or changes their instructional method, they must notify the applicable FAI program executive in writing with a summary of the changes to content or instructional method.

    i. After reviewing the changes and discussing the changes with the provider, the program executive may determine that a new verification review is required.

    ii. When a new verification review is required, the program executive and the provider will agree on a date when the provider will resubmit their courseware for verification.

    iii. The resubmission must occur within 120 days or less from the date the changes were initially made.

    iv. The program executive will change the "end date" on the FAI Verified Training Provider list for the courses affected by the substantive changes when courseware has to be re-verified.

f) FAI will notify providers with verified courseware when:

    i. An FAI-developed course is retiring and establish a termination or end date for the verified courseware;

    ii. The competencies and performance outcomes for a careerfield(s) are being revised and establish a termination date for the verified courseware.

Attachment 1

FEDERAL ACQUISTION INSTITUTE
FAI Verification Request.
Instructions

a. An FAI Verification Request must be included with the Training Provider's courseware review package. The purpose of the FAI Verification Request is to:

   1) Formally notify the reviewer and FAI that a training provider is requesting an FAI Verification

   2) Provide a checklist of the documents must be included in a complete FAI Verification package

   3) Ensure the provider includes an index of their electronic files that support the FAI Verification Review.

b. The FAI Verification Request form must be

   1) Prepared on the training provider's business or organization's letterhead

   2) Signed and dated by an individual with the authority and responsibility for this courseware review request and included in the courseware package.

   c. Questions concerning this form should be directed to the applicable FAC Program Executive.

   d. A copy of the signed and dated FAI Verification Request form should also be sent to the applicable FAC Program Executive as notification that a FAI Verification of the provider's courseware has been requested.

   e. A blank copy of the FAI Verification Request in MS Word format is posted on the FAI.gov website under Resources/Vendor Resources/FAI Verification.

TRAINING PROVIDER'S LETTERHEAD

Date

TO: *Insert name of third-party reviewer*

Insert name of FAI Program Executive

SUBJECT: FAI Verification Review Request

Insert name of business or organization is submitting a courseware review package for the purposes of an FAI Verification Review to *Insert name of Third-party reviewer*.

Included in our FAI Verification Review submission are electronic copies of:

- A signed and dated FAI Verification Request form
- A completed FAI Verification Questionnaire
- A completed FAI Crosswalk
- Copies of supporting courseware including student, instructor, and assessment materials...

Attached to this document is an index of the electronic file names used in this package and referenced in the FAI Crosswalk.

Signed by	Date

Title

Attachment 2
FEDERAL ACQUISITION INSTITUTE
FAI Verification Review Information Form
Instructions

The information in this documents what type of FAI Verification Review the provider is requesting, e.g. a FAC program area's competencies, a FAI-developed course, etc. It also includes the provider's point of contact information.

1. Method of delivery, length of class(s), prerequisite requirements, and course completion requirements will be used by the reviewer in the Verification Review.

2. Questions concerning this form should be directed to the applicable FAC Program Executive.

3. A completed form must be included in the package of documents submitted as part of the FAI Verification Review.   A blank form is available in MS Word format on FAI.gov under Resources/Vendor Resources/FAI Verification.

Federal Acquisition Institute
FAI Verification Review Questionnaire

1. **Provider Name:** _____

2. **Point of Contact for FAI Verification Review purposes**

    Name: _____

    Work Phone/Extension: _____ Fax: _____

    Mobile Phone: _____ Email: _____

    Mailing
    Address: _____

FAI VERIFICATION INFORMATION

3. **Type of Verification:** (*Check one*)

	Provider Courseware to FAI Program Area Competencies (Complete No. 4)		Provider Courseware to FAI-Developed Course Learning Objectives (Complete No. 4 & 5)

4. **FAI Program Area and Level:** (*Check applicable Program Area and Level*)

	Program Area		Program Level (I, II, III)
	Contracting (FAC-CON)		Level
	Contracting Officer's Representative (FAC-COR)		Level
	Program and Project Management (FAC-P/PM)		Level

5. **FAI Course Identifier and Name** (*Check applicable course*)

	FAI Course Identifier and Name	
	FCN 101	Contracting Basics
	FCN 190	Federal Acquisition Regulation Fundamentals

	FCR 100	Contracting Officer's Representative Level I
	FCR 201	Contracting Officer's Representative Level II
	FPM 120	Acquisition Fundamentals of Project and Program Management I
	FPM 121	Acquisition Fundamentals of Project and Program Management II

Provider Courseware Information

6. Courseware Identifier and Name

Identifier	Name

7. Method of Delivery *(Check all that apply)*

Method of Delivery	
	Resident/In-Class
	Online Instructor-facilitated
	Online Self-Paced
	Hybrid
	Other

8. Length of Class(s) (Program Duration)

Describe below the length of class, e.g. five 6-hour training days, 60 calendar days from registration, one 15-week semester:

9. Prerequisite Requirements

List/identify the prerequisite requirements for an individual to take this course(s). If there are none, enter "None".

10. Course Completion Requirements

List/identify below the minimum requirements an individual must achieve in order to successfully complete the class. Specific information on student assessments should be included with the "assessment" portion of the courseware submission.

Attendance:	
Overall Grade point average:	
Minimum score per written examination:	
Other (Describe):	

Attachment 3
FEDERAL ACQUISTION INSTITUTE
FAI Verification Review Crosswalk
Instructions

The major activity involved in the preparation of a courseware review package is constructing a crosswalk. The crosswalk is used by the provider and reviewer to document how the provider's courseware maps or crosswalks to the FAI FAC competencies, performance outcomes or learning objectives. The reviewer is going to rely on this document when evaluating a provider's courseware. A provider should ensure it is completed in a clear and detailed manner.

1. The crosswalk is grouped into three areas with the following titles: FAI Area, Provider Area, and Reviewer Area.

2. The provider is responsible for completing the information at the top of the form as well as the columns underneath the "Provider Area" banner. This is where the provider documents the mapping or crosswalking of their courseware to the competencies, performance outcomes, or learning objectives.

3. Questions concerning the FAI Crosswalk should be directed to the reviewer or the applicable FAC Program Executive.

4. A completed crosswalk must be included in the package of documents submitted as part of the FAI Verification Review.

5. A blank form is available in MS Word format on FAI.gov under Resources/Vendor Resources/FAI Verification.

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FAI Verification Crosswalk

Provider Name:		**Submission Date**
FAI Careerfield/Level or FAI Course No. and Name		Provider Course Identifier and name (List a courses used for the purposes of this FAI Verification Review.

FAI Area		Provider Area				
1	2	3	4	5	6	7
					Location of Learning Materials	
FAI Careerfield Competencies & Performance Outcomes, or Course Learning Objectives	Blooms Level	Provider's Objectives and Outcomes (Add Lines as needed)	Instructional Methodologies	Instructor Materials	Student Materials & Activities	Student Assessment Instruments

Attachment 4
FEDERAL ACQUISITION INSTITUTE
FAI Verification Courseware Evaluation
Summary
Instructions

The attached document is used by the Reviewer and the applicable FAC Program Executive to document the approval of the provider's FAI Verification.

Attachment 4
Federal Acquisition Institute
FAI Verification Courseware Evaluation
Summary

Date:
(M/D/Yr) _____

Training Provider Name:

Courseware ID/Names : _____

Type of Verification
(Competency/Course): _____

Program Area & Level (if applicable): _____

FAI Course ID (if applicable): _____

PART 1: COURSEWARE INFORMATION AND QUESTIONNAIRE

	ASSESSMENT QUESITON	Y	N	N/A	COMMENTS
1.	Do the delivery methods appropriately support coverage of the learning objectives?				
2.	Do the prerequisite requirements appear to properly prepare the student for the course of examination?				
3.	Are the mastery requirements for successful completion for this product consistent with or exceed the FAI standards?				

PART 2: CROSSWALK AND SUPPORTING DOCUMENTATION

	ASSESSMENT QUESITON	Y	N	N/A	COMMENTS
1.	Has the provider associated objectives that are consistent with the FAI competencies, performance outcomes, and learning objectives in terms of skill and or knowledge required?				
2.	Does the cognitive level of learning required in the provider's learning objectives meet or exceed the associated FAI competencies, performance outcomes, or course objectives.				
3.	Have all of the FAI competencies, performance outcomes, or learning objectives been appropriately addressed?				
4.	Are instructor materials and coordinating instructions sufficient in detail to provide for consistency in delivery?				
5.	Does the course or courses content cite current and applicable Federal-level doctrine, policies, and regulations as appropriate?				
6.	Do course content, student exercises, student activities and all supporting materials appropriately prepare the student for assessment against the competencies, performance outcomes or learning objectives?				
7.	Are the test and/or assessment items consistent with the referenced to learning objectives?				

8.	Are criteria established for all measures of student performance?			
9.	Are the student materials sufficient to support student refresher/reference subsequent to the learning event?			
10.	Overall, is the course or courses well organized?			

PART 3: GENERAL COMMENTS AND SUMMARY

Page 3 of 4

Product is Recommended   Yes   No | Reviewer's Signature _____

Reviewer's Name _____

Product is Recommended   Yes   No | Reviewer's
Signature
_____

Reviewer's Name _____

FAI APPROVAL

Approved: Yes   No

Approved By: Signature   _____

Name   _____

Title   _____

Date   _____